Delaware Division of the Arts

Applying for a Grant through smARTDE

To find out if you need to "register" first, read Registering as Grant Applicant in smARTDE
******Also see "helpful tips" at the end of this document.******

The Division's grants management portal, smARTDE, allows you to apply either as:
- ✓ an **Individual Artist**
- ✓ a **Contact** on behalf of an **Organization** (Nonprofit, School, Government, University):

To log in as someone who has:

- **already applied** via smARTDE (as an Individual Artist or Contact of an Organization):
    - o Click "Forgot Password" and a reset email will be automatically sent to you.
    - o Then check your inbox or spam folder if you do not receive it within a few minutes. If you still don't get it, you may be in smARTDE under another username/email address. Email the Division to inquire.

OR
- **never logged** into smARTDE, but now wants to apply:
    - o as an Individual Artist, follow the registration instructions linked above.
    - o on behalf of an *Organization that **does not have a record** in smARTDE*, and you have verified that with the Division, follow the registration instructions linked above.
    - o on behalf of an *Organization that **already has a record** in smARTDE*, but **you yourself do not**, do **not** click "Register" OR "Forgot Password." Instead, email the Division to have your record created and password sent to you.

Drafting and submitting an application:

1) Once logged into smARTDE, click "Opportunities" to see all grant programs available to you.
    - o Only open application cycles of those grant categories for which you or your organization are eligible will have the apply button.
    - o The one exception for organizations is Arts Access, which will always show up as an opportunity. However, *if you received a GOS or Project Support grant for the current fiscal year, your organization is most likely NOT eligible. Check with the Division first.*
2) Click "Apply."
3) Click on "Save Draft" at the bottom before beginning the application. This will autofill your organization and/or contact information from our database and will enable upload fields. **If you do not Save Draft first, you will not be able to complete the application.**
4) Read the directions at top, including the guidelines and rubrics (if available).
5) Complete all fields under all tabs (required fields have an asterisk)

    - o In the **Financial** tab, there will be either a PDF upload button OR a **Project Budget Form**. If the latter is required:
        - ‐ Click on the orange button to open (make sure your bowser allows pop-ups).
        - ‐ Note the budget requirements before entering line items.

Need help? Email smartde@delaware.gov if you encounter technical difficulties.

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- You will get an error message if you request too much, or the budget does not balance.
- **Be sure to save before closing the pop-up window** or you will lose your work.

- o In the **Support Materials** tab, there will likely be required uploads:
    - Read the instructions to see which file types are accepted. Depending on the type supported, you may upload PDFs, image formats, and audio or video files.
    - There will be a field for entering a URL if you want to add one either in addition to, or in place of, an upload. Be sure to include the full URL, starting with https.

- o In the **Statement of Assurances** or **Certification** tab, you will see a legal document outlining what you agree to if awarded a grant. Checking the box is required to submit.

6) Once all tabs are complete, click submit. If necessary, the system will generate error messages letting you know which forgotten field(s) or incorrect format(s) you entered.
7) If the submission is successful, you will get an email, along with a PDF of the application.

For previous applicants:

- o All past applications, grants, and final reports are accessible via your login home screen.
- o For grants awarded prior to July 1, 2018, you can view all materials, including the submitted application content, panel comments, on-site evaluations, and reports, under the Award Info tab within each application. Materials are mainly saved to that tab as PDFs and most of the fields in the other tabs will be blank.

HELPFUL TIPS:

- Continue to click Save Draft to save your work periodically and log out and come back to it later. The system will also auto-save frequently.
- The first time you log in you will have to enter a temporary verification code that will be emailed to you. Click the check box next to "Remember this device" to avoid having to do this each time.
- For security purposes, passwords are set to expire every 90 days.
- To view and edit your information or that of your organization, click on your first initial at upper right of your home screen and select from the dropdown menu.
- The Notes menu on the left will allow you to type any questions, which will automatically send an email to the appropriate Division staff person. Any reply Notes will come to you via email.
- You can create a PDF of the application at any given time by clicking on "PDF of Form" at top.
- Whitelist the domain with your email provider so that emails sent from the system do not go into your spam/junk folder.
- Bookmark the smARTDE URL in your internet browser so you can easily return to the site.